

TRANSITION AND RELOCATION

ASSISTANCE PROGRAMS

Appendix F

02/22/08: Updated by Mr Walt Wrzesniewski, ISC Honolulu

Introduction

The ISC Honolulu, **Transition & Relocation Programs Manager (TRM)**, Mr. Walt Wrzesniewski, manages three programs: *Transition*, *Spouse Employment*, and *Relocation*.

The **Transition** Program assists members and families leaving the Coast Guard through separation or retirement. Services include TAP (Transition Assistance Program) information, resources, and seminars; job hunting; resume creation; and interview skills.

Spouse Employment is important to most families moving to the State of Hawai'i. An entire Section of this handbook is devoted to it, with additional information about child labor laws, and employment support for military veterans. See the *Spouse Employment Section*.

The Relocation Program is what a reader of this handbook is most concerned with—services supporting members and families with Permanent Changes of Station. The TRM supports commands by guiding their Sponsor Program Coordinators; sending Welcome Aboard Packages; and being a source of information and referral.

COMDTINST 5400.20A states: "...to assist active duty, recalled reservists, recently separated and retired personnel, civilian members, and family members during the relocation cycle. This cycle consists of five phases: Pre-Departure, Transition, Arrival, Reconnect[ion] and Stabilization...."

Helping our people find work, transition, and/or relocate is the right thing to do, it's mandated by law, it's a proven successful business practice by employers of choice; and, when not done well, it has a short- or long-term impact on mission readiness and/or retention.

The Coast Guard is committed to helping members and their families. The most immediate, day-to-day avenue of this support is through the member's departing and receiving chains of command. There are also members of a command who provide special assistance, like the Yeoman, Transportation Officer, Career Counselor, Sponsor, etc. Each Area of Responsibility (AOR) has one person who helps all of those helpers, as well as clients directly—that's the TRM.

Mr Wrzesniewski is a member of ISC Honolulu and serves as TRM for the Fourteenth Coast Guard District AOR. Therefore, he serves all commands in Hawai'i, Guam, Japan, Singapore, Saipan, and American Samoa, as well as cutters, deploying units, and individuals transitioning through the AOR.

Obviously, the TRM cannot take the place of the command for each and every member and his/her family; but, he can help commands with resource materials, training, website links, etc. He also has a strong relationship with DoD counterparts and other Federal, State, non-profit, or commercial entities.

Located in the Work-Life Center aboard ISC Honolulu, Mr Wrzesniewski has an office and Employment Resource Center with computers (primarily for on-line job searches and resume preparation), information about local and national job opportunities, and educational materials.

Sponsor Program

Your sponsor will contact you early in the transfer process providing unit specific details and person-to-person support (especially during the first weeks after arrival). Your sponsor should greet you at the airport and assist you with check-in.

If underway, your Sponsor should have arranged for someone else to help you until he/she returns to port.

The unit Ombudsman can be a vital resource during your first weeks. Other support groups include the Spouse's Association, the Chief's Mess, the Officer's Association, and others. Many independent people *don't want to bother anyone*; but, why handle an overseas move the hard way? Use your resources.

Carry this handbook with you while enroute. It contains key information.

Enroute Assistance

Prior to your arrival in Hawai'i, if you need assistance and are unable to reach your unit or sponsor, please contact me:

Toll Free: 800-872-4957 x314

Commercial: 808-842-2091

Call Collect, if you have to.
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